

Pro-Tech Council |MINUTES

March 16, 2015 | 9:00 a.m. | OIT Conference Room, CL 242

Attendees:

Linda Davis - Chair

Scott Cohen

Mary Jane Bassett

Countance Anderson

Patrick Davis

David Clark

John McCommon

Victor Garcia – Past Chair

AGENDA TOPICS:

Old Business

1. By-Laws Updates

The suggested updates had been presented to Dr. Blanding and were approved. Chair Linda Davis sent a copy of the approved by-laws to Amy West in HR.

2. Pro-Tech Luncheon and Speaker

Chair Linda Davis confirmed that the science auditorium is available and would be suitable for the luncheon event. She noted that she visited the classified luncheon to see what they had done. She was convinced that the auditorium would be a much better venue than the gym.

It was determined through HR that pro-tech funds cannot be used for giveaways. The funds can be used for items such as food, decorations, speaker, etc. that pertain directly to the event.

The agenda for the event was discussed. Chair Linda Davis said that announcements and any business would be discussed at 11:30. Ballots for new council members will also be distributed. Immediately following opening remarks, everyone could get their food and eat. At 12:00, the speaker would begin the presentation while the meal continues. It was suggested by several council members and agreed on by all that the event begin at 11:15 to allow for a social time prior to the meal and presentation. After the event, ballots will be collected as people exit the room. The official agenda for the event will be created by the chair and she will also moderate the event.

Scott Cohen suggested that a survey be created to evaluate the success of the event. He agreed to formulate the survey and have approved by council members.

David Clark presented three options for food: Woodstock Bake Shop; Old Town Spaghetti Store; Latham's Meat Market. After much discussion, the consensus was to do the box lunch from Woodstock Bake Shop. This option would run between \$400-\$500. A decision will be made about the quantities of different sandwich options to have on hand for the event.

A number of plants will be purchased for decorations by Chair Linda Davis. These will be given away as door prizes after the event. Numbers will be assigned to attendees that can be drawn afterwards.

3. **New Business**

Scott Cohen would like for there to be a directors meeting or forum so that activity across all functional areas of the college is better known. There was much discussion about how this would be conducted and under whose purview this would be. Chair Linda Davis agreed to bring up this idea in the president's council to see if it would get any traction. It was also agreed to possibly bring up the possibility of having this done within the pro-tech organization so that the directors in pro-tech will have a time to bring everyone up to date with plans in their respective divisions. This will be discussed at a future meeting of the council.

Adjourn

A motion to adjourn was made by Patrick Davis and seconded by Countance Anderson. The motion passed with a unanimous vote.

The Pro-Tech Council will reconvene April 9 at 9 a.m. An official invitation will be forwarded by Chair Linda Davis.